Federal Emergency Management Agency

DFTO Admin Job Aid

5/21/2003

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Section 1. Getting Access

1.1 Accessing the Disaster Information Center

1.1.1 To access an active disaster

1. Login to the **FEKC**.
2. Click the **Disaster Information Center** image.
3. Select the Disaster from the **Select State/Territory** drop-down list.
4. Click the **Submit** button.

Note: You can also click the state or territory from the **Active Disasters in the United States** map to access the *Disaster Information Center* screen.

5. You have completed this task.

1.1.2 To access an archived disaster

1. Login to the **FEKC**.
2. Click the **Disaster Information Center** image.
3. Select the Disaster from the **Select Archived Disaster** drop-down list.
4. Click the **Submit** button.
5. You have completed this task.

1.2 Accessing the DFTO

1.2.1 To access the DFTO

Note: A disaster must have a DFTO and DFTO Field Staff user(s) assigned.

1. Login to the **FEKC**.
2. Click the **Disaster Information Center** image.
3. Select the Disaster from the **Select State/Territory** drop-down list.
4. Click the **Submit** button.

Note: You can also click the state or territory from the **Active Disasters in the United States** map to access the *Disaster Information Center* screen.

5. Click the **DFTO Information** link for the declaration you want to access.
6. You have completed this task.

1.3 Getting DFTO Field Staff Access

1.3.1 To get DFTO Field Staff access (permission)

1. Contact the FEKC Administrators by email at FEKC@FEMA.GOV
2. You will be notified by email when you have been granted permission.

1.4 Assigning a DFTO to a Disaster

1.4.1 To have a DFTO assigned to a disaster

1. Contact the FEKC Administrators by email at FEKC@FEMA.GOV

2. You will be notified by email when the DFTO has been assigned.

Section 2. DFTO Announcements

2.1 Creating and Editing Announcements

2.1.1 To create an announcement

1. Login to the **FEKC**.
2. Click the **Disaster Information Center** image.
3. Select the Disaster from the **Select State/Territory** drop-down list.
4. Click the **Submit** button.

Note: You can also click the state or territory from the **Active Disasters in the United States** map to access the *Disaster Information Center* screen.

5. Click the **DFTO Information** link for the declaration to which you want to add the announcement.
6. Click the **Add** link under the **Announcements** heading.
7. On the *Announcements – Content Form* screen, complete or edit the following fields, as required: (R = Required, O = Optional.)

Field Name	R/O	Description
Name	R	Name or Title of the announcement
Description	R	Description or content of the announcement.
Keywords	R	Keywords to be used in a search.
URL	O	URL address of a related site, if any. Start the URL with **http://**, **https://** or **ftp://** if outside the site or **/kc/** if you have uploaded the content to the site.

8. Click the **Submit** button. (The **Reset** button will clear the form fields; the **Cancel** button will close the form.)
9. On the *Review Content Information* screen, perform on of the following:

If You Want To	Then	Go To
Save the section	Click the **Add** button.	Step 13
Edit the section	Click the **Edit** button.	Step 10

10. Review the information and make the changes as necessary.
11. Click the **Submit** button.
12. Click the **Add** button to save the announcement.
13. You have completed this task.

2.1.2 To edit, hide, show an announcement

1. Login to the **FEKC**.
2. Click the **Disaster Information Center** image.
3. Select the Disaster from the **Select State/Territory** drop-down list.
4. Click the **Submit** button.

Note: You can also click the state or territory from the **Active Disasters in the United States** map to access the *Disaster Information Center* screen.

5. Click the **DFTO Information** link for the declaration in which you want to edit the announcement.
6. Click the **Edit** link under the **Announcements** heading.
7. On the *Manage Announcements* screen, perform one of the following:

If You Want To	Then	Go To
Edit an announcement	Click the **Edit** button next to the announcement you want to edit.	Step 8
Hide an announcement	Click the check box next to the announcement you want to hide. Click the **Hide Content** button.	Step 14
Show a hidden announcement	Click the check box next to the announcement you want to hide. Click the **Show Content** button.	Step 14

8. Review the information and make the changes as necessary.
9. Click the **Submit** button.
10. On the *Review Content Information* screen, perform on of the following:

If You Want To	Then	Go To
Save the section	Click the **Add** button.	Step 14
Edit the section	Click the **Edit** button.	Step 11

11. Review the information and make the changes as necessary.
12. Click the **Submit** button.
13. Click the **Add** button to save the announcement.
14. You have completed this task.

Section 3. Creating and Managing Courses

3.1 Creating a New Course

3.1.1 To create a new course available at all DFTOs

1. Login to the **FEKC**.
2. Click the **Disaster Information Center** image.
3. Select the Disaster from the **Select State/Territory** drop-down list.
4. Click the **Submit** button.

Note: You can also click the state or territory from the **Active Disasters in the United States** map to access the *Disaster Information Center* screen.

5. Click the **DFTO Information** link for a declaration with a DFTO assigned. (Only if the selected disaster has a DFTO assigned, will you have access to the **DFTO Information** link.)
6. Click the **Manage Courses** link at the top of the calendar.
7. Click the **Create a new classroom based course** link.
8. On the *Create New Course* screen, complete or edit the following fields, as required: (R = Required, O = Optional.)

Field Name	R/O	Description
Course Name	R	The name of the course, as it will appear in the course listing.
Topic	R	The topical area in which the course will appear.
Synopsis	R	Description of the course or the course objectives.
Keywords	R	Keywords to be used to find this course in a search.
Date	R	The date that the course is first available.
Available	R	Whether the course is in currently available or not.
Provider	R	The course provider. **Other** will take you to another screen when you click the **Submit** button. Follow the instructions to add the provider to the list.
Location	R	Select **DR-All_Disasters** from the drop-down list to associate this course with all disasters.
Minimum Passing Grade	O	The minimum percentage required to achieve a passing grade
Cost	R	The cost of the course.
Open	R	Select **Yes**, if the course is available to any user in the organization. If the course is restricted to certain

		groups/individuals, select **No**. **Note:** Checking no requires that permissions be managed to give authorized users access to the course.
Visible	R	Select **Yes**, if the course is open. Select **Yes**, if the course is not open, but users who do not have access to take the course can see information about the course. Select **No**, if only the users who can access the course can see that the course exists.

9. Click the **Submit** button. (The **Reset** button will clear the form fields; the **Cancel** button will close the form.)
10. On the *Review Content Information* screen, perform on of the following:

If You Want To	Then	Go To
Save the section	Click the **Add** button.	Step 14
Edit the section	Click the **Edit** button.	Step 11

11. Review the information and make the changes as necessary.
12. Click the **Submit** button.
13. Click the **Add** button to save the announcement.
14. You have completed this task.

3.1.2 To create a new course for a specific DFTO

1. Login to the **FEKC**.
2. Click the **Disaster Information Center** image.
3. Select the Disaster from the **Select State/Territory** drop-down list.
4. Click the **Submit** button.

Note: You can also click the state or territory from the **Active Disasters in the United States** map to access the *Disaster Information Center* screen.

5. Click the **DFTO Information** link for the declaration to which you want to add the course.
6. Click the **Manage Courses** link at the top of the calendar.
7. Click the **Create a new classroom based course** link.
8. On the *Create New Course* screen, complete or edit the following fields, as required: (R = Required, O = Optional.)

Field Name	R/O	Description
Course Name	R	The name of the course, as it will appear in the course listing.
Topic	R	The topical area in which the course will appear.

Synopsis	R	Description of the course or the course objectives.
Keywords	R	Keywords to be used to find this course in a search.
Date	R	The date that the course is first available.
Available	R	Whether the course is in currently available or not.
Provider	R	The course provider. **Other** will take you to another screen when you click the **Submit** button. Follow the instructions to add the provider to the list.
Location	R	Select the appropriate disaster declaration from the drop-down list to associate this course with the specific DFTO.
Minimum Passing Grade	O	The minimum percentage required to achieve a passing grade
Cost	R	The cost of the course.
Open	R	Select **Yes**, if the course is available to any user in the organization. If the course is restricted to certain groups/individuals, select **No**. **Note:** Checking no requires that permissions be managed to give authorized users access to the course.
Visible	R	Select **Yes**, if the course is open. Select **Yes**, if the course is not open, but users who do not have access to take the course can see information about the course. Select **No**, if only the users who can access the course can see that the course exists.

9. Click the **Submit** button. (The **Reset** button will clear the form fields; the **Cancel** button will close the form.)
10. On the *Review Content Information* screen, perform on of the following:

If You Want To	Then	Go To
Save the section	Click the **Add** button.	Step 14
Edit the section	Click the **Edit** button.	Step 11

11. Review the information and make the changes as necessary.
12. Click the **Submit** button.
13. Click the **Add** button to save the announcement.
14. You have completed this task.

3.2 Creating or Editing a Section for a Course

3.2.1 To create a or edit a section

1. Login to the **FEKC**.
2. Click the **Disaster Information Center** image.
3. Select the Disaster from the **Select State/Territory** drop-down list.
4. Click the **Submit** button.

Note: You can also click the state or territory from the **Active Disasters in the United States** map to access the *Disaster Information Center* screen.

5. Click the **DFTO Information** link for a declaration with a DFTO assigned. (Only if the selected disaster has a DFTO assigned, will you have access to the **DFTO Information** link.)
6. Click the **Manage Courses** link at the top of the calendar.
7. Enter a keyword in the **Keyword** field (this should be one of the keywords entered when the course was entered.)
8. Select a topic from the **Topics** drop-down list.
9. Click the **Search** button. (Clicking the **Show All Courses** button will display all of the DFTO courses.)
10. From the resulting list, click **Manage Sections** for the course whose section you want to add.
11. On the *Manage Sections* screen, perform one of the following:

If You Want To	Then	Go To
Add a new section	Click the **Add new section** link.	Step 12
Edit a section	Click the **Edit** link.	Step 15

12. On the *Add Section* screen, complete or edit the following fields, as required: (R = Required, O = Optional.)

Field Name	R/O	Description
Instructor	R	The instructor for this section. Select a name from the list. If the person is not listed, select other. After this form, you will get a form to add an instructor. Choosing **Other** will take you to another screen when you click the **Submit** button. Follow the instructions to add the instructor to the list.
Course Code / ID	O	The Course Code / ID is required for NETC courses.
Start Date & Time	R	First day and start time of the section. Date should be entered mm/dd/yyyy. Time should be entered hh:mm AM/PM.
End Date & Time	R	Last day and end time of the section. Date should be entered mm/dd/yyyy. Time should be entered hh:mm AM/PM.
Days	R	Check which days of the week the section is held.
Capacity	R	Maximum number of students in the section. Enter a number.
Waitlist	R	Type of waitlist for the section either automatic or none.

Facility	O	The facility where this section will be held. If the facility is not listed, select other. After this form, you will get a form to add a facility. Choosing **Other** will take you to another screen when you click the **Submit** button. Follow the instructions to add the facility to the list.
Location	O	Location this section belongs to. (Currently NETC is the only option.)
Name	O	The name of the section, if any.
Credits	O	Credits given for completing this section of the course, if any.
Assignments	O	Enter assignments.

13. Click the **Submit** button.
14. On the *Manage Classroom Courses* screen, perform one of the following:

If You Want To	Then	Go To
Save the section	Click the **Add** button.	Step 18
Edit the section	Click the **Edit** button.	Step 15

15. Review the information and make the changes as necessary.
16. Click the **Submit** button.
17. Click the **Add** button to save the section.
18. You have completed this task.

3.3 Deleting a Section for a Course

3.3.1 To delete a section

1. Login to the **FEKC**.
2. Click the **Disaster Information Center** image.
3. Select the Disaster from the **Select State/Territory** drop-down list.
4. Click the **Submit** button.

Note: You can also click the state or territory from the **Active Disasters in the United States** map to access the *Disaster Information Center* screen.

5. Click the **DFTO Information** link for a declaration with a DFTO assigned. (Only if the selected disaster has a DFTO assigned, will you have access to the **DFTO Information** link.)
6. Click the **Manage Courses** link at the top of the calendar.
7. Enter a keyword in the **Keyword** field (this should be one of the keywords entered when the course was entered.)
8. Select a topic from the **Topics** drop-down list.
9. Click the **Search** button. (Clicking the **Show All Courses** button will display all of the DFTO courses.)
10. From the resulting list, click **Manage Sections** for the course whose section you want to delete.
11. Click the **Delete** link.

12. Click the **OK** button to delete the section or the **Cancel** button to leave it on the schedule.

Figure 1: Delete Confirmation Popup

13. You have completed this task.

Section 4. Managing Course Rosters

4.1 Approving, Denying, or Rescinding Enrollment Requests

4.1.1 To approve, deny, or rescind an enrollment request

As an instructor for a section of a DFTO course you will be notified by mail when a student requests or cancels enrollment in your section.

1. Click the highlighted link provided in the *Course Enrollment Request* email. **Note:** This link is unique for each student that requests enrollment.
2. On the *Approve Course Enrollments* screen, perform one of the following:

If You Want To	Then	Go To
Approve the enrollment	Click the **Approve** link	Step 3
Deny the enrollment	Click the **Deny Request** link	Step 3
Rescind an approved enrollment	Click the **Rescind Enrollment** link	Step 3

3. You have completed this task.

4.2 Managing a Course Roster

4.2.1 To view a section roster

1. Login to the **FEKC**.
2. Click the **Administration** image.
3. Click the **Faculty Lounge** link.
4. Click the **Class Schedule & Administration** link.
5. On the *Class Schedule & Administration* screen, perform one of the following:

If You Want To	Then	Go To
View all schedules	Click the **All schedules** link.	Step 8
View your schedule	Click the **Only my schedule** link.	Step 6

6. To view sections only in your schedule, perform one of the following:

If You Want To	Then	Go To
Search by start and end date	Enter a start and end date in the **Date From:** and **Date To:** fields.	Step 7
View all sections	Click **All Sections** button.	Step 8
View only current sections	Click **Current Sections** button.	Step 8

7. Click the **Search** button.
8. Identify the section whose roster you want to view.

9. Click the **Roster** link.
10. You have completed this task.

4.2.2 To enroll a student

1. Login to the **FEKC**.
2. Click the **Administration** image.
3. Click the **Faculty Lounge** link.
4. Click the **Class Schedule & Administration** link.
5. On the *Class Schedule & Administration* screen, perform one of the following:

If You Want To	Then	Go To
View all schedules	Click the **All schedules** link.	Step 8
View your schedule	Click the **Only my schedule** link.	Step 6

6. To select a section only in your schedule, perform one of the following:

If You Want To	Then	Go To
Search by start and end date	Enter a start and end date in the **Date From:** and **Date To:** fields.	Step 7
View all sections	Click **All Sections** button.	Step 8
View only current sections	Click **Current Sections** button.	Step 8

7. Click the **Search** button.
8. Identify the section to which you want to add the student.
9. Click the **Roster** link.
10. Click the **Enroll a Student** link.
11. Enter all or part of the student's last name in the **Last Name** field.
12. Click the **Search** button.
13. Click the check box to select the student you want to add from the list.
14. Click the **Enroll** button.
15. Click the **OK** button to send an email to the student or the **Cancel** button to enroll the student without sending an email confirmation.

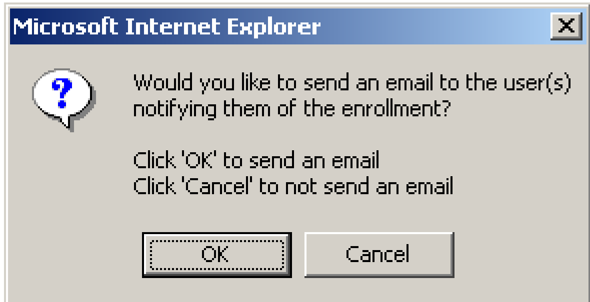

Figure 2: Email Confirmation Popup

16. You have completed this task.

4.2.3 To remove a student from a section

1. Login to the **FEKC**.
2. Click the **Administration** image.
3. Click the **Faculty Lounge** link.
4. Click the **Class Schedule & Administration** link.
5. On the *Class Schedule & Administration* screen, perform one of the following:

If You Want To	Then	Go To
View all schedules	Click the **All schedules** link.	Step 8
View your schedule	Click the **Only my schedule** link.	Step 6

6. To select a section only in your schedule, perform one of the following:

If You Want To	Then	Go To
Search by start and end date	Enter a start and end date in the **Date From:** and **Date To:** fields.	Step 7
View all sections	Click **All Sections** button.	Step 8
View only current sections	Click **Current Sections** button.	Step 8

7. Click the **Search** button.
8. Identify the section from which you want to remove the student.
9. Click the **Roster** link.
10. Click on the **Edit Student Scores** link.
11. Click the **Remove User** link in the table next to the student you want to remove.
12. Click the **Remove (*Student Name*)** button to remove the student or the **Cancel** button to keep the student enrolled.
13. You have completed this task.

4.3 Updating Student Records

4.3.1 To edit student scores

1. Login to the **FEKC**.
2. Click the **Administration** image.
3. Click the **Faculty Lounge** link.
4. Click the **Class Schedule & Administration** link.
5. On the *Class Schedule & Administration* screen, perform one of the following:

If You Want To	Then	Go To
View all schedules	Click the **All schedules** link.	Step 8
View your schedule	Click the **Only my schedule** link.	Step 6

6. To select a section only in your schedule, perform one of the following:

If You Want To	Then	Go To
Search by start and end date	Enter a start and end date in the **Date From:** and **Date To:** fields.	Step 7
View all sections	Click **All Sections** button.	Step 8
View only current sections	Click **Current Sections** button.	Step 8

7. Click the **Search** button.
8. Identify the section whose scores you want to edit.
9. Click the **Roster** link.
10. Click the **Edit Student Scores** link.
11. In the student roster, complete or edit the following fields, as needed:

Field Name	R/O	Description
Attended	O	Click the **Yes** check box to indicate whether the student attended this section of the course.
Score	O	Enter the student score in the **Score** field.
Status	O	Select the student status from the **Status** drop-down list. (Refer to the course description if you are unsure of the passing score for the course.)

12. Click the **Update Student Records** button.
13. You have completed this task.

Section 5. Communicating with Students

5.1 Emailing the Students

5.1.1 To email the class

1. Login to the **FEKC**.
2. Click the **Administration** image.
3. Click the **Faculty Lounge** link.
4. Click the **Class Schedule & Administration** link.
5. On the *Class Schedule & Administration* screen, perform one of the following:

If You Want To	Then	Go To
View all schedules	Click the **All schedules** link.	Step 8
View your schedule	Click the **Only my schedule** link.	Step 6

6. To select a section only in your schedule, perform one of the following:

If You Want To	Then	Go To
Search by start and end date	Enter a start and end date in the **Date From:** and **Date To:** fields.	Step 7
View all sections	Click **All Sections** button.	Step 8
View only current sections	Click **Current Sections** button.	Step 8

7. Click the **Search** button.
8. Identify the section whose students you want to email.
9. Click the **Mail** link.
10. Enter the subject in the **Subject** field.
11. Enter the message text in the **Message** field.
12. Click the **Send** button to send message or the **Cancel** button to return to the roster without sending the message.
13. You have completed this task.

5.1.2 To email individual students

1. Login to the **FEKC**.
2. Click the **Administration** image.
3. Click the **Faculty Lounge** link.
4. Click the **Class Schedule & Administration** link.

5. On the *Class Schedule & Administration* screen, perform one of the following:

If You Want To	Then	Go To
View all schedules	Click the **All schedules** link.	Step 8
View your schedule	Click the **Only my schedule** link.	Step 6

6. To select a section only in your schedule, perform one of the following:

If You Want To	Then	Go To
Search by start and end date	Enter a start and end date in the **Date From:** and **Date To:** fields.	Step 7
View all sections	Click **All Sections** button.	Step 8
View only current sections	Click **Current Sections** button.	Step 8

7. Click the **Search** button.
8. Identify the section with the student you want to email.
9. Click the **Roster** link.
10. Click on the email address of the student you want to email.
11. Enter the subject in the **Subject** field.
12. Enter the message text in the **Message** field.
13. Click the **Send** button to send message, the **Reset** button to clear all the fields, or the **Cancel** button to close the window without sending the message.
14. You have completed this task.

5.2 Viewing and Saving the Roster in an Excel Spreadsheet

5.2.1 To view or save the excel version of roster

1. Login to the **FEKC**.
2. Click the **Administration** image.
3. Click the **Faculty Lounge** link.
4. Click the **Class Schedule & Administration** link.
5. On the *Class Schedule & Administration* screen, perform one of the following:

If You Want To	Then	Go To
View all schedules	Click the **All schedules** link.	Step 8
View your schedule	Click the **Only my schedule** link.	Step 6

6. To select a section only in your schedule, perform one of the following:

If You Want To	Then	Go To
Search by start and end date	Enter a start and end date in the **Date From:** and **Date To:** fields.	Step 7
View all sections	Click **All Sections** button.	Step 8
View only current sections	Click **Current Sections** button.	Step 8

7. Click the **Search** button.
8. Identify the section with the roster you want to view or save.
9. Click the **Roster** link.
10. For the roster you have selected, perform one of the following:

If You Want To	Then	Go To
View the excel version of the roster	Click the **Excel datasource for mailmerging certificates into MS Word** link.	Step 14
Save the excel version of the roster to your hard drive	Right-Click the **Excel datasource for mailmerging certificates into MS Word** link.	Step 11

11. Select the **Save Target As…** link from the menu.

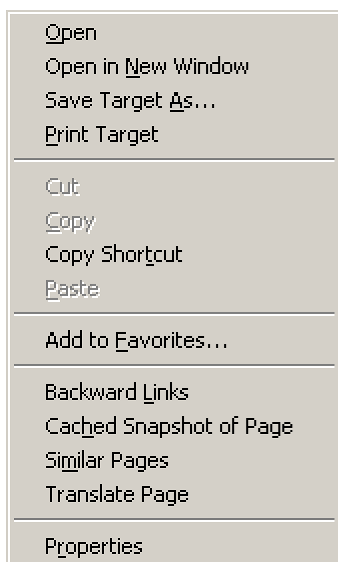

Figure 3: Right-Click Popup Menu

12. Select the location where you want to save the excel file.

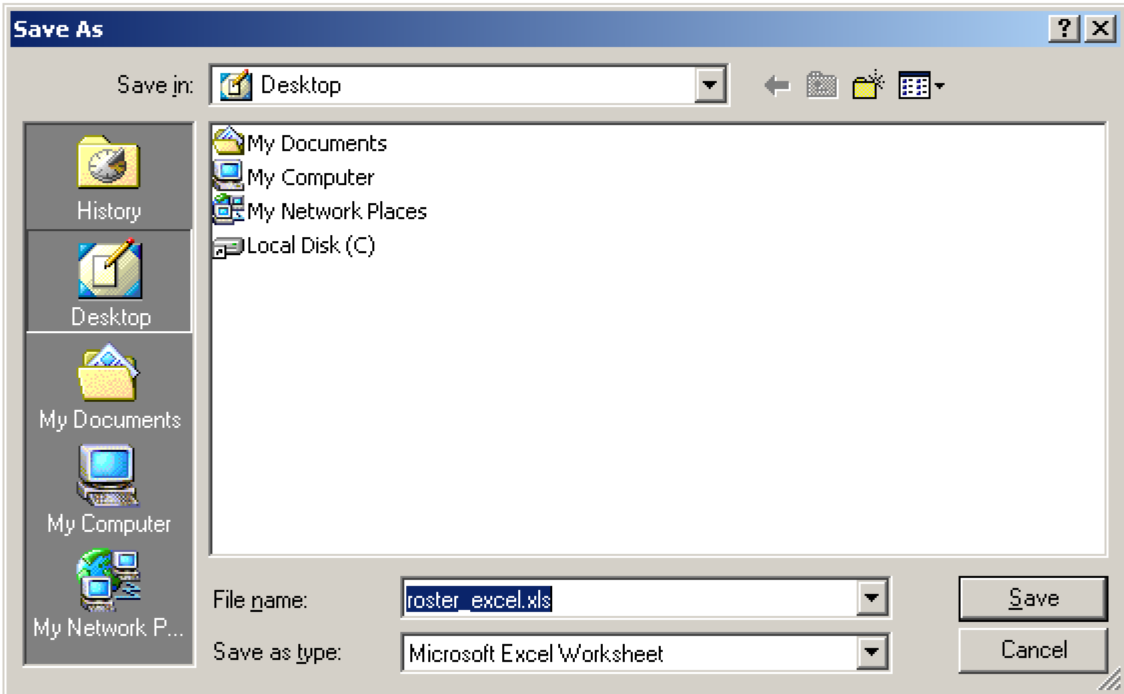

Figure 4: Save As Dialogue Box

13. If necessary, rename the file and click the **Save** button to download the file or the **Cancel** button to cancel the download.
14. You have completed this task.